

Air Conditioning and Refrigeration WHS Management Plan

SAMPLE

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SAMPLE

Purpose and Scope

This Air Conditioning and Refrigeration WHS Management Plan sets out how [Company Name] will manage work health and safety risks associated with the installation, maintenance, repair and decommissioning of air conditioning and refrigeration systems. It is designed to comply with relevant Australian WHS legislation, Regulations, Codes of Practice and Australian Standards.

This plan applies to all workers, including employees, labour hire workers, apprentices, subcontractors, work experience students and visitors engaged in:

- Domestic, commercial and industrial air conditioning installation and servicing
- Commercial refrigeration installation, commissioning, maintenance and repairs
- Cool room and freezer room construction and maintenance
- Chiller and plant room work
- Decommissioning, pump-down and recovery of refrigerants
- Fault-finding, testing and commissioning
- Associated electrical work within licence limitations
- Working at heights, in confined spaces, on roofs and in plant platforms

Objectives

- Provide a systematic approach to identifying, assessing and controlling WHS risks
- Ensure compliance with WHS legislation, Australian Standards and industry codes of practice
- Prevent injuries, illnesses, property damage and environmental harm
- Clarify WHS roles, responsibilities and consultation arrangements
- Provide clear procedures for high-risk construction work typical to the air conditioning and refrigeration industry
- Establish monitoring, review and continuous improvement processes

Project and Workplace Types Covered

This WHS Management Plan is applicable to:

- Construction sites (new builds and refurbishments)
- Operational commercial premises (offices, shopping centres, hospitals, data centres)
- Industrial sites (food processing, cold storage, manufacturing plants)
- Residential premises (houses, units, townhouses)
- Remote and regional work locations

- Confined or restricted spaces such as plant rooms, ceiling spaces and roof cavities

WHS Responsibilities and Consultation

Officers (Company Directors and Senior Management)

Officers of [Company Name] must exercise due diligence to ensure that [Company Name] complies with its WHS duties. This includes taking reasonable steps to:

- Acquire and keep up-to-date knowledge of WHS matters relevant to air conditioning and refrigeration work
- Understand the operations and associated hazards and risks
- Ensure appropriate resources and processes are available to eliminate or minimise WHS risks
- Ensure there are processes for receiving, considering, and responding to information about incidents, hazards and risks
- Verify that WHS resources, processes and controls are implemented and effective through audits and reviews

Managers and Supervisors

Managers and supervisors are responsible for day-to-day implementation of this WHS Management Plan. Their duties include:

- Planning work to eliminate or minimise risks, particularly for high-risk construction work
- Ensuring Safe Work Method Statements (SWMS) are prepared, reviewed, communicated and followed
- Confirming workers are competent, licensed and trained for the tasks they perform (e.g. ARF tick, electrical, working at heights)
- Conducting site specific inductions and pre-start briefings
- Ensuring plant, tools and equipment are suitable, inspected and maintained
- Enforcing use of personal protective equipment (PPE)
- Reporting and investigating incidents, near misses and hazards
- Suspending work where there is an immediate risk to health or safety

Workers

All workers, including subcontractors and apprentices, must:

- Take reasonable care for their own health and safety and that of others
- Follow this WHS Management Plan, SWMS, procedures and reasonable instructions
- Use plant, equipment and PPE correctly and not wilfully misuse or damage safety equipment

- Report hazards, near misses, incidents and unsafe conditions immediately
- Participate in consultation, toolbox talks and safety training
- Refuse to undertake work they believe is unsafe until the issue is assessed and controlled

Subcontractors

Subcontractors engaged by [Company Name] must:

- Comply with this WHS Management Plan and all site-specific requirements
- Provide evidence of licences, qualifications, insurances and training
- Provide SWMS for high-risk construction work under their control
- Ensure their workers are inducted and supervised appropriately
- Supply plant and equipment that is fit for purpose, inspected and maintained
- Cooperate with [Company Name] in managing shared WHS risks

Consultation, Cooperation and Coordination

[Company Name] will consult with workers and other duty holders to manage WHS risks effectively. This includes:

- Regular toolbox meetings and pre-start briefings
- Involving workers in the development and review of SWMS and procedures
- Consulting on proposed changes to work methods, equipment or substances
- Coordinating WHS arrangements with principal contractors, building managers and other trades on site
- Sharing relevant risk information, such as asbestos registers, structural limitations, live services and restricted areas

Checklist - Consultation

- Toolbox talks held at appropriate frequency
- Workers invited to raise WHS issues and suggestions
- SWMS reviewed with workers before high-risk work
- Records of consultation retained
- Coordination meetings with other duty holders documented

WHS Planning and Documentation

Key WHS Documents

[Company Name] will maintain the following WHS documents relevant to air conditioning and refrigeration work:

- WHS Management Plan (this document)